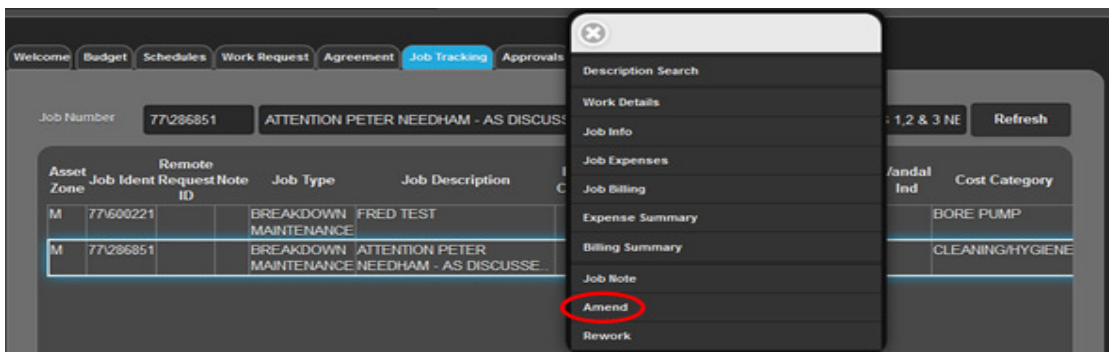## Amending Work Details (Job Tracking Tab)

Work details can also be viewed or amended from the Amend screen within the *Job Tracking* tab.

**To amend work details, complete the following steps:**

1. Long left-click on the required job in the Job Tracking tab display window.

2. Select Amend from the sub-menu. (**Note:** The Work Details for XXXXX screen will display).

3. View and/or amend the required details (i.e. Cost Category dropdown list)

4. Select the Submit button to save or select the Cancel button to exit.

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Department of Planning,
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